



Emergency Paid Sick Leave Act (EPSLA) Request Form

Effective April 1 through December 31, 2020

I, _____, request leave under the Employee Paid Sick Leave Act (EPSLA) related to COVID-19 because I am unable to work or telework because:

Check and complete the required information.

- ☐ 1. I am subject to a federal, state, or local quarantine or isolation order related to COVID-19
Name of government entity issuing the quarantine or isolation order _____
- ☐ 2. I have been advised by a health care provider to self-quarantine because of COVID-19
Name of health care provider who advised you to self-quarantine _____
- ☐ 3. I am experiencing symptoms of COVID-19 and am seeking a medical diagnosis
Anticipated testing or diagnosis date _____
- ☐ 4. I am caring for an individual who is subject to or advised to quarantine or self-isolate
Name of person, relationship to me _____
- ☐ 5. I am caring for a child under 18 years of age due to closures of schools or care providers related to the COVID-19 health emergency
Names of child(ren), school/place of care/or child care provider that is closed

Is there another suitable person available to care for the above named child(ren) during the period of requested leave: No ___ Yes ___ Name _____
- ☐ 6. I am experiencing substantially similar conditions as specified by the U.S. Department of Health and Human Services

I understand that up to two weeks (80 hours, or a part-time employee's equivalent) of paid sick leave will be paid as follows: full pay based on current rate for Reasons (1), (2), (3) and 2/3 pay for Reasons (4), (5), (6).

*If requesting more than 2 weeks for reason 5, then Form EFMLEA must be completed. The first two weeks of EPSLEA will run concurrent with the first two weeks of unpaid leave under EFMLEA.

I will be absent from work from _____ until _____
and/or intermittently on the following dates _____

Employee's Signature

Date

Reviewed by: Department Head

Date

Approved by Human Resources

Date

NOTE: HEALTH CARE WORKERS AND EMERGENCY RESPONDERS ARE EXCLUDED FROM ELIGIBILITY

Updated: 4/28/2020